

ARTICLE 3. To see if the Town will vote to adopt the **Classification Plan and Compensation Plan** for FY 2022, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 21 through 24 of this warrant; funding for estimated costs of said plan included in the proposed general operating budget of Town in Article #6; or take any other action thereon.

Sponsored and Supported by the Personnel Board
Finance Committee recommends adoption of this article
Select Board recommends adoption of this article

MOTION: I move to adopt the **Classification Plan and Compensation Plan** for FY 2023, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 17 through 20 of this warrant; funding for estimated costs of said plan included in the proposed general operating budget of Town in Article 4.

COMMENTS: The Classification and Compensation Plan for FY23 reflects a 2.0% increase. For Part-Time non-union employees – those positions listed on page 17 – the adjustments were made to hourly rates with the exception that the lowest paid hourly positions were increased to meet the Massachusetts minimum wage, currently at \$14.25.

The salary ranges for the Full-Time non-union positions – primarily department heads – listed on pages 18 and 19 were also increased by two percent. However, these positions do not automatically receive the increase. Department Heads must successfully achieve satisfactory performance evaluations and complete assigned performance goals in order to progress along the salary range. Certain department heads are eligible for merit increases as well for highly successful performance at the discretion of the Select Board and Personnel Board.

The pay matrix for career firefighters is listed on page 20. Similarly, this matrix was increased by 2.0% for FY23. Career firefighters also receive a step increase for each year (until step 10) if they complete certain training requirements and achieve a satisfactory performance evaluation.

**TOWN OF BOXFORD - COMPENSATION PLAN for
NON-BENEFIT ELIGIBLE CLASSIFICATION PLAN EMPLOYEES
FISCAL YEAR 2023**

<u>HOURLY EMPLOYEES CLASSIFICATION</u>	<u>HOURLY RATE FY2023</u>
1. Library Personnel	
Circulation Attendant	\$14.25
Library Assistant	\$16.94
2. Minutes Secretary	\$17.82 - \$20.68 (Based on tenure)
3. Clerical Associate	\$17.40
4. Assistant Town Clerk	\$28.11
5. Assistant Animal Control Officer	\$14.35
6. Alternate Building Inspector	\$28.46
7. Recycle Attendant	\$17.57
8. Election Officers	
Wardens	\$14.25
Inspectors	\$14.75
9. Plumbing/Gas Inspector	\$366.95 (weekly)
10. Wiring Inspector	\$366.95 (weekly)
11. DPW Summer Help	
Starting	\$14.25
Returning 2nd Year	\$14.50
Each Successive Returning Year	+ \$.50/ hour
12. Parks Program (Seasonal)	
Director	\$34.00 - \$40.00
Assistant Director	\$19.50 - \$24.50
Nurse	\$26.00 - \$37.00
Art Director	\$19.50 - \$24.50
Senior Counselor	\$14.75 - \$15.75
Junior Counselor	\$14.25 - \$14.75
13. Outreach Worker	\$18.46
14. Van Driver	\$15.52



TOWN OF BOXFORD, MA - NON-UNION CLASSIFICATION PLAN

Grade N-1

No position assigned.

Grade N-2

No position assigned.

Grade N-3

No position assigned.

Grade N-4

Animal Control Officer

Grade N-5

Administrative Services Manager/ HR Coordinator

Grade N-6

No position assigned.

Grade N-7

Assistant Treasurer/Collector of Taxes

Grade N-8

No position assigned.

Grade N-9

Director of Communications
Director of Senior Services
Town Clerk

Grade N-10

Director of Public Health
Director of Public Libraries
Inspector of Buildings

Grade N-11

Director of Assessments
Director of Land Use
Assistant Town Administrator
Treasurer/Collector

Grade N-12

No position assigned.

Grade N-13

DPW Superintendent/Town Engineer
Fire Chief

Grade N-14

Police Chief
Director of Municipal Finance/Town Accountant

Grade N-15

Town Administrator



TOWN OF BOXFORD – PROPOSED NON-UNION COMPENSATION PLAN FY 2023

<i>Grade</i>		<i>Min</i>	<i>Mid</i>	<i>Max</i>
1	Hourly	\$ 18.34	\$ 21.09	\$ 24.26
	Weekly	\$ 719.30	\$ 827.02	\$ 951.46
	Annual	\$ 37,547.67	\$ 43,170.24	\$ 49,666.00
2	Hourly	\$ 19.78	\$ 22.75	\$ 26.16
	Weekly	\$ 791.23	\$ 909.84	\$ 1,046.52
	Annual	\$ 41,302.43	\$ 47,493.65	\$ 54,628.34
3	Hourly	\$ 21.76	\$ 25.02	\$ 28.77
	Weekly	\$ 870.22	\$ 1,000.82	\$ 1,150.97
	Annual	\$ 45,425.65	\$ 52,243.01	\$ 60,080.53
4	Hourly	\$ 23.93	\$ 27.52	\$ 31.65
	Weekly	\$ 957.29	\$ 1,100.78	\$ 1,266.02
	Annual	\$ 49,970.55	\$ 57,460.92	\$ 66,086.45
5	Hourly	\$ 25.60	\$ 29.45	\$ 33.86
	Weekly	\$ 1,024.17	\$ 1,177.90	\$ 1,354.56
	Annual	\$ 53,461.66	\$ 61,486.17	\$ 70,708.03
6	Hourly	\$ 27.40	\$ 31.51	\$ 36.23
	Weekly	\$ 1,095.77	\$ 1,260.31	\$ 1,449.22
	Annual	\$ 57,198.97	\$ 65,788.29	\$ 75,649.08
7	Hourly	\$ 29.31	\$ 33.71	\$ 38.77
	Weekly	\$ 1,172.60	\$ 1,348.44	\$ 1,550.81
	Annual	\$ 61,209.73	\$ 70,388.57	\$ 80,952.18
8	Hourly	\$ 31.37	\$ 36.07	\$ 41.48
	Weekly	\$ 1,254.67	\$ 1,442.69	\$ 1,659.34
	Annual	\$ 65,493.96	\$ 75,308.31	\$ 86,617.34
9	Hourly	\$ 33.56	\$ 38.60	\$ 44.38
	Weekly	\$ 1,342.42	\$ 1,543.87	\$ 1,775.21
	Annual	\$ 70,074.43	\$ 80,590.12	\$ 92,665.86
10	Hourly	\$ 35.90	\$ 41.29	\$ 47.49
	Weekly	\$ 1,436.28	\$ 1,651.58	\$ 1,899.65
	Annual	\$ 74,973.94	\$ 86,212.68	\$ 99,161.63
11	Hourly	\$ 38.41	\$ 44.18	\$ 50.81
	Weekly	\$ 1,536.69	\$ 1,767.05	\$ 2,032.25
	Annual	\$ 80,215.28	\$ 92,239.91	\$ 106,083.35
12	Hourly	\$ 42.26	\$ 48.59	\$ 55.89
	Weekly	\$ 1,690.18	\$ 1,943.71	\$ 2,235.43
	Annual	\$ 88,227.44	\$ 101,461.77	\$ 116,689.55
13	Hourly	\$ 47.33	\$ 54.43	\$ 62.60
	Weekly	\$ 1,893.18	\$ 2,177.09	\$ 2,503.90
	Annual	\$ 98,824.27	\$ 113,643.99	\$ 130,703.37
14	Hourly	\$ 53.01	\$ 60.96	\$ 70.10
	Weekly	\$ 2,120.29	\$ 2,438.21	\$ 2,804.18
	Annual	\$ 110,679.36	\$ 127,274.46	\$ 146,378.40
15	Hourly	\$ 59.37	\$ 68.28	\$ 78.52
	Weekly	\$ 2,374.83	\$ 2,731.15	\$ 3,140.78
	Annual	\$ 123,965.66	\$ 142,566.13	\$ 163,948.92



Personnel Board Proposed Career Firefighter compensation matrix										
		3%	3%	3%	2%	2%	2%	2%	2%	2%
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Firefighter	\$26.17	\$26.96	\$27.77	\$28.60	\$29.17	\$29.76	\$30.35	\$30.96	\$31.58	\$32.21
	\$1,046.93	\$1,078.34	\$1,110.69	\$1,144.01	\$1,166.89	\$1,190.22	\$1,214.03	\$1,238.31	\$1,263.08	\$1,288.34
	\$54,649.64	\$56,289.13	\$57,977.80	\$59,717.14	\$60,911.48	\$62,129.71	\$63,372.31	\$64,639.75	\$65,932.55	\$67,251.20
Fire Lieutenant	\$28.79	\$29.65	\$30.54	\$31.46	\$32.09	\$32.73	\$33.39	\$34.05	\$34.73	\$35.43
	\$1,151.62	\$1,186.17	\$1,221.75	\$1,258.41	\$1,283.58	\$1,309.25	\$1,335.43	\$1,362.14	\$1,389.38	\$1,417.17
	\$60,114.61	\$61,918.04	\$63,775.59	\$65,688.85	\$67,002.63	\$68,342.68	\$69,709.54	\$71,103.73	\$72,525.80	\$73,976.32
Fire Captain	\$31.67	\$32.62	\$33.60	\$34.61	\$35.30	\$36.00	\$36.72	\$37.46	\$38.21	\$38.97
	\$1,266.78	\$1,304.79	\$1,343.93	\$1,384.25	\$1,411.93	\$1,440.17	\$1,468.97	\$1,498.35	\$1,528.32	\$1,558.89
	\$66,126.07	\$68,109.85	\$70,153.14	\$72,257.74	\$73,702.89	\$75,176.95	\$76,680.49	\$78,214.10	\$79,778.38	\$81,373.95
Fire Deputy	\$34.84	\$35.88	\$36.96	\$38.07	\$38.83	\$39.60	\$40.40	\$41.20	\$42.03	\$42.87
	\$1,393.46	\$1,435.27	\$1,478.32	\$1,522.67	\$1,553.13	\$1,584.19	\$1,615.87	\$1,648.19	\$1,681.15	\$1,714.78
	\$72,738.67	\$74,920.83	\$77,168.46	\$79,483.51	\$81,073.18	\$82,694.65	\$84,348.54	\$86,035.51	\$87,756.22	\$89,511.34

